



Camp Spirit 2023  
Position: Director  
Reports to: Camp Spirit Executive Director

## CAMP SPIRIT MISSION

Rooted and Growing in Love

## CAMP SPIRIT VISION

In partnership with local United Church congregations, Camp Spirit provides equipped leaders to nurture the spirit of each child, in order to support children and families to live lives of faith, hope, and compassion in the world.

## PURPOSE AND SCOPE OF THE WORK

The **DIRECTOR** will work with an ASSISTANT DIRECTOR to plan and implement the Summer 2023 Camp Spirit program in an area of the Pacific Mountain Regional Council. Directors will lead one of 4 Camp Spirit Teams for Summer 2023. The teams will include: 2 Travelling Teams; and 2 Lower Mainland Teams (each of the Lower Mainland Teams will travel 1 or 2 weeks in the summer). Directors are hired for full time hours from May 1, 2023 until September 1, 2023. The **DIRECTOR** is responsible for the smooth running of Camp Spirit at each site – ensuring the safety of participants. They are also responsible for ensuring alignment of the program with the vision, mission, and values of Camp Spirit. The **DIRECTOR** will be the team lead at each of the Camp Spirit sites each week and will play a significant role in the training and evaluation of staff and youth crew.

Camp Spirit **DIRECTORS** will work in collaboration with the Camp Spirit Executive Director, Camp Spirit Program Animator, Assistant Directors, Site Coordinators and Summer Staff Team.

### 1. Lead the Staff Team:

- Support Assistant Director, Junior & Senior Coordinators in their roles.
- Co-facilitate Junior & Senior Coordinator training prior to the summer.
- Lead scheduled Staff Team meetings for planning, debriefing, reflection, and evaluation.
- Ensure that each site is adequately staffed – for camper numbers and diverse needs.
- Facilitate teamwork and effective communication between Assistant Director, Junior & Senior Coordinators, Youth Crew, Site Coordinator and Volunteers at each of the Camp Spirit sites.
- Provide team building, ongoing skills development and support to Staff Team as required throughout the summer.
- Provide & facilitate up-front leadership for all large group gatherings (Daily Openings, Closing Celebration, other)
- Attend and participate in the Site Coordinator Pre-Camp Zoom Gathering on Thursday, May 25<sup>th</sup>, 2023 from 7 – 9 pm PST.
- Attend and offer leadership at the Camp Spirit Junior Coordinator Training on the long weekend of May 19<sup>th</sup> – 21<sup>st</sup>, 2023. Location TBA
- Tell Godly Play stories regularly

## **2. Plan and Implement Camp Spirit weeks at up to 7 sites:**

- Communicate with Camp Spirit Administrator regarding logistics for each Camp Spirit site.
- Liaise with the Camp Spirit Administrator regarding logistics, registration updates, participant information, travel information for each week of Camp Spirit.
- Liaise regularly with the Site Coordinator at each site prior to their week of Camp Spirit.
- Develop a thorough knowledge of the Camp Spirit 2023 Curriculum (theme, stories, resources, and recommended activities) and work with the Staff Team to bring the curriculum to life.
- Assess and evaluate resources – stories, songs, activities – to ensure that they are consistent with United Church values, policies, and practices.
- Work with the ASSISTANT DIRECTOR to provide resource and planning support to Junior & Senior Coordinators for the program components of Camp Spirit.
- Provide lists of required supplies and resources to each site in ample time for the local site organizers to prepare (ASSISTANT DIRECTORS will work with Junior & Senior Coordinators to prepare these lists).

## **4. Emergency and Safety Planning:**

- Ensure the physical, emotional, and spiritual safety of all people involved in the Camp Spirit program.
- Examine and adapt or create (as needed) emergency and safety plans for each site.
- Ensure that staff are appropriately informed and trained in emergency and safety policies and procedures.
- Ensure that participants and volunteers are appropriately informed of emergency and safety policies and procedures for each site.

## **5. Communication, Evaluation and Documentation**

- Maintain ongoing and consistent correspondence with staff, parents, and Site Coordinators – email, phone, and mail.
- In partnership with the ASSISTANT DIRECTOR, provide the Summer Administrator with content to be shared on Camp Spirit social media.
- With the ASSISTANT DIRECTOR, ensure a thorough evaluation of program, facilities, leadership.

## **6. Additional Duties as required**

### **EDUCATION, TRAINING, AND EXPERIENCE**

- Significant experience in ministry with children, youth, and young adults
- Previous experience with Camp Spirit is an asset
- Experience in collaborative team leadership
- Experience in a faith-based environment
- Computer skills as asset
- Experience in supervision and training of staff

## **CERTIFICATION:**

*Applicants must have up-to-date certifications or be willing to complete certification prior to starting work for summer 2023.*

- Standard First Aid
- Mental Health First Aid (*for People Working with Youth*)
- Commit to Kids
- Godly Play Core Training (training dates are limited – a willingness to participate if able is required).

## **SKILLS AND ABILITIES**

- Capacity to communicate Camp Spirit mission and values
- Ability to organize and be attentive to detail
- High level of ability to adapt and implement curriculum or children's program
- Able to work in an environment where interruptions are frequent
- Proven communication skills with individuals and groups
- Confident with speaking to and directing large groups of people
- Willingness and ability to provide leadership for and to work in a collaborative team
- Skilled at working with biblical and theological concepts and stories
- Capacity to be healthy and centered during multiple and varied work demands
- Open to learning how to work with biblical and theological concepts and stories
- Demonstrated ability to work in an ordered and organized manner as well as a capacity to be spontaneous, flexible, and to take initiative

## **THE DIRECTOR WILL BE REQUIRED TO**

- Travel both local and possibly longer distances
- Have a valid Driver's License
- Have access to a vehicle

## **COMPENSATION**

The remuneration for this salaried position will be based on the applicant's experience. This position is 40 hours per week from May 1<sup>st</sup> until September 1<sup>st</sup>. DIRECTORS will be required to offer leadership at Camp Spirit Junior Coordinator Training on the long weekend of May 19<sup>th</sup> – 21<sup>st</sup>, 2023. Time off in lieu will be worked into the schedule.

## **APPLICATION PROCESS**

Applicants are asked to apply online at <https://campspirit.campbrainstaff.com/>